

# SciVerse Scopus User Guide

September 2010

## **SciVerse Scopus**

Open to accelerate science



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## **Welcome to SciVerse Scopus:**

## How to use this guide to get the most from your subscription

SciVerse Scopus is the largest abstracts and citations database of Elsevier's SciVerse, a vital scientific ecosystem that facilitates collaboration, rewards innovation and accelerates the research process itself. SciVerse integrates the familiar – trusted content from SciVerse Scopus, peer-reviewed literature, SciVerse ScienceDirect full-text articles and the Web, based on your current subscriptions - with the forward-looking: community-developed applications that enrich and expand content value.

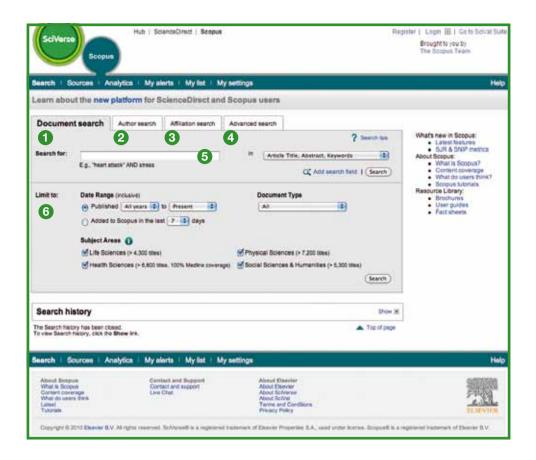
Through step-by-step instructions and precise illustrations, this Quick Start Guide will show you how to:

- Get a quick overview of a new subject field refine your search to find relevant results
- Track citations and view the h-index find out what's hot in a research area by finding the most highly cited articles and authors
- Identify authors and find author-related information find the right person by distinguishing between authors with the same name or similar names
- Stay up-to-date set up search and citation alerts and RSS feeds
- Evaluate research performance analyze the research output at an institutional or journal level and use the results to help you make clear decisions



## Perform a basic search

You can perform a broad search with one or two keywords to get an overview of a field. However, you can also directly restrict your search to a particular date range, document type or subject area.



- Document search
- 2 Author search
- 3 Affiliation search

- 4 Advanced search
- Search fields
- **6** Limit to

#### **Review results**

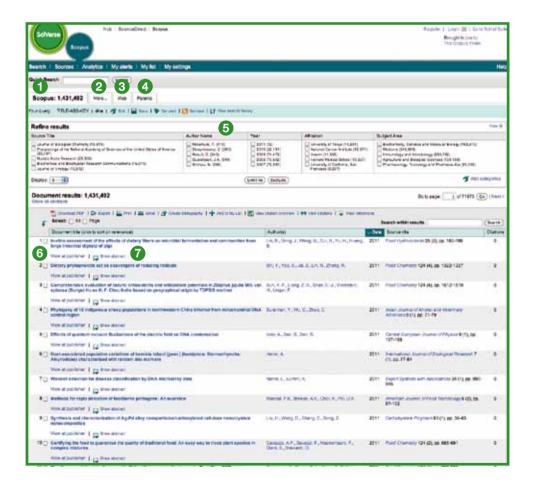
SciVerse Scopus gives you results from five source types:

- SciVerse Scopus results from peer-reviewed journals
- More results from Reference lists
- Web results from the Web via Scirus, the science-specific search engine (www.info.scirus.com)
- Patents results from key patent offices via Scirus
- Selected Sources customized results from Scirus' institutional repositories and special subject collections. Please note that the Selected Sources tab will only show if your librarian has set it up

Your search results are displayed in a tabular view, which allows you easily to view or sort through them based on Year, Document Relevance, Author(s), Source Title and the Citations count.

For each result, you can:

- Link to the abstract, references and citations of a specific document by clicking on **show abstract**
- Go to the publisher's homepage by clicking on view at publisher
- View the full text, if available in your library's resources, by clicking on full text<sup>1</sup>
- View an abstract instantly in the results page by clicking on show abstract



1 SciVerse Scopus tab

Patents tab

Show abstract

2 More tab

**5** Sorting your results

3 Web tab

6 View at publisher

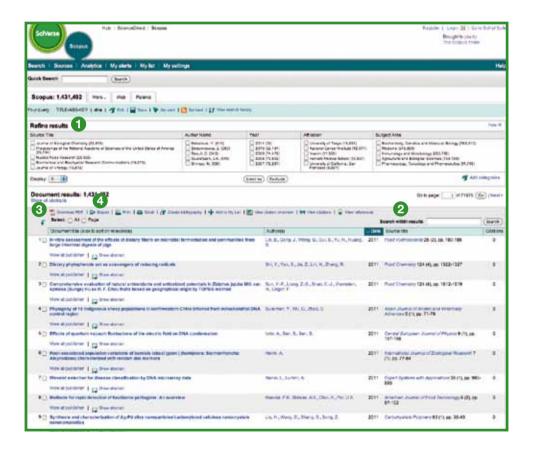
<sup>1</sup> Entitlements need to be set up by your library.

## Refine your search

With SciVerse Scopus you can start with a broad search and easily narrow it down to a set of results that you can work with. The **refine results** box allows you to get a quick overview of your search results. From here you can refine your search by clicking on **limit to** or **exclude** for selected results across the following categories:

- source title
- Author name
- Year
- Document type
- Subject area

The **search within results** function allows you to add more terms to your search query to help refine your original search.



- Refine resultsDownload PDFSearch within resultsOutput options
- **Output options**

Export the information to a citation management program in RIS or ASCII format

- Print a selection of documents
- E-mail results to yourself or a colleague
- Create a bibliography for the selected documents

#### **Download PDF**

The SciVerse Scopus **Download Manager** allows you to download up to 50 articles at once in PDF format. In addition, you can create your own naming convention and download the article abstracts without a journal subscription. You can also add selected documents to your personal list using the **add to list** button.

## View your results in detail

You can view your search results in more detail by clicking on **show abstracts** in the search results page. This page contains the abstract and references of the article as well as more information such as Web Cites, Patent Cites, Library links and Find related documents.

The author name is hyperlinked enabling you to perform a search directly for all articles published by this author. To get detailed information about the authors simply click on the **author details** icon next to the author's name.

The article's references<sup>2</sup> are listed with direct links to the **show abstracts** page and to the full text if available. The citation count for each reference is also given to allow quick scanning for relevance.

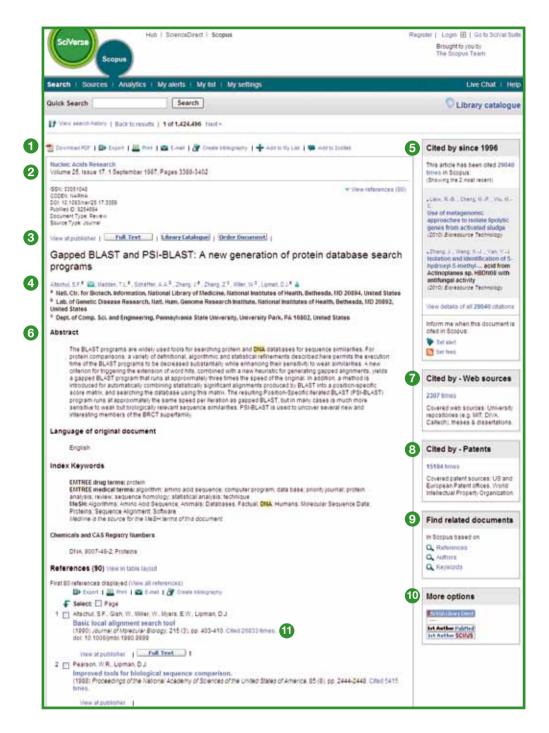
The two most recent citations from other authors citing this article are displayed on the right-hand side of the page with a link to the complete list of citations. Citations from carefully selected Web and patent sources that cite this article are also available in **cited by – Web sources and cited by – patents.** 

To search for related articles you can click through to documents and Web results that share one or more references, authors and keywords with the document you are viewing.

You can find bibliographic information about the article such as the **source title, volume, issue** and **Year of Publication** at the top of the page. You can also link to **view at publisher, full text** and access other library sources for supplementary information on your topic of interest.

Additionally, SciVerse Scopus offers customizable links to other pre-defined sources such as Web and federated search engines, library catalogues, institutional repositories and document delivery, which can be viewed in the **more options** section.

Please note that customizable links must be set up by your library.



- Export options
- 2 Bibliographic information
- 3 View at publisher and full text
- 4 Author details

- **5** Cited by
- **6** Show abstract
- Web cites
- 8 Patent cites

- 9 Find related documents
- More options
- 1 Citation counts in references

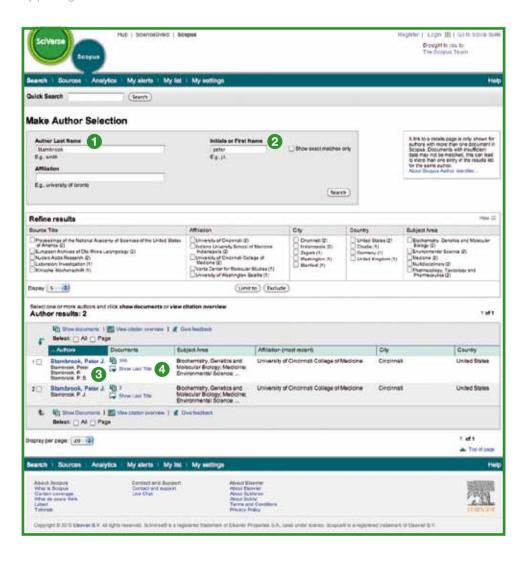
#### **Find authors**

The **author search** in SciVerse Scopus allows you to locate a particular author easily. Simply enter the author's last name and an initial or first name and then click on **search**.

You will be presented with the preferred author name along with the variants of the name that have been grouped into an author profile. All results include the number of documents that an author has published along with a link to **show last title**. You can choose to display the results alphabetically or by document count.

From the author results list you can click on details to access the author details page.

Please note, some documents in SciVerse Scopus do not have sufficient information for SciVerse Scopus to match them together accurately, even though they may be written by the same author. To ensure that your selection is complete, it is advisable to review the results list and, if necessary, add single unmatched authors to your selection by placing a tick in the checkbox next to the name.



1 Last name

3 Author name variants

2 First name

4 Author details

#### View author details

The **author details** page gives you contextual information about an author so you can verify this is the person you are interested in. You can view the following:

- Most recently published affiliation
- Number of references in SciVerse Scopus
- h-index
- Number of Web results from Scirus
- Author Evaluator button, showing a visualization of an author's output
- Number of documents in SciVerse Scopus
- Number of documents that have cited this author
- Number of co-authors
- Subject areas in which the author has published

In the **history section** you can also view the **publication range, source history** and **affiliation history**, to help you evaluate and identify the author.

The author's documents can be added to a list that can be saved or viewed at a later date. For further in-depth analysis and to generate a citation overview for the author's articles, click on **citation tracker**.



- 1 Feedback
- 3 Affiliation
- 6 Author citation alert
- 9 History

- 2 Find unmatched authors
- Documents
- 7 h-index
- Author evaluator

- 6 Citation tracker
- 8 Co-authors

#### **Track citations**

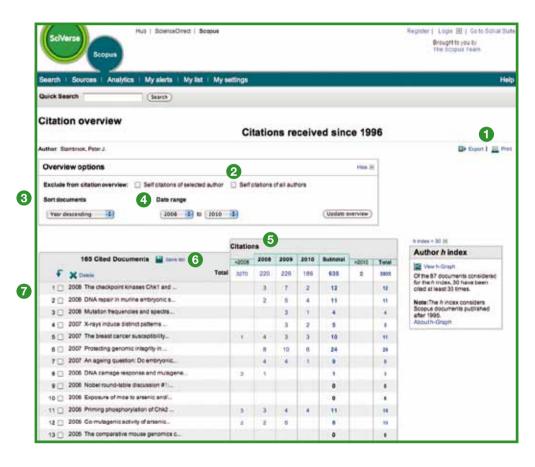
The **citation overview** generates an **overview** of the articles and the numbers of times they have been cited year by year since 1996. Citation information is calculated in real-time, using the most up-to-date information in SciVerse Scopus.<sup>3</sup>

You can sort the citation overview by years or number of citations in descending or ascending order but you can also change the date range. By default, you will see an overview for the last two years. To evaluate an author, you can also exclude the author's self-citations by ticking **exclude** from **citation overview**.

Mouse over a particular result to view the full reference or click on the article title to go to the record. By clicking on the citation count, an overview of all citations for the selected record in the selected time period is displayed.

Once you have created a **citation overview**, you can export this information to a CSV file and save the document for later. You can also choose a printer-friendly format, which includes both the **citation overview** and the full reference for each of the documents included in your overview (up to 200 documents can be displayed and printed at a time).

Save the list of documents in **my profile** and return to it to generate an updated **citation overview** for a previously saved list of documents. Any citations received since the last visit will be included in the new overview.



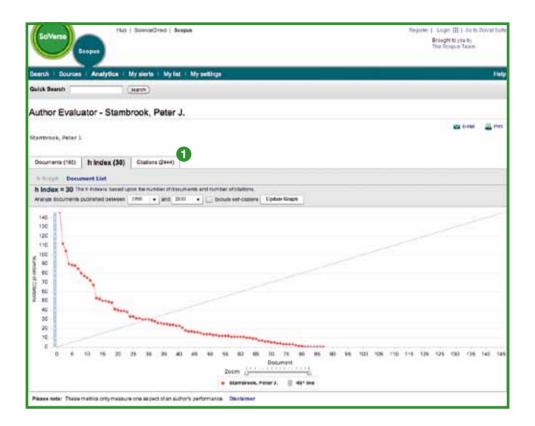
- Export and print
- 2 Exclude self-citations of all authors
- 3 Sort documents
- **4** Date range
- 6 Citations

- 6 Save to list
- View article reference

<sup>3</sup> lt can also process up to 2,000 documents simultaneously and send up to 5,000 documents via e-mail as a CSV file.

## **Evaluate an author**

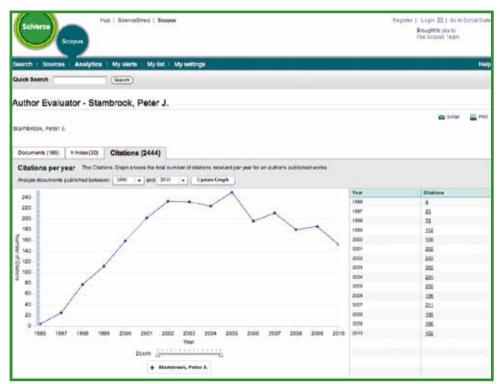
The **h-index** provides a means of evaluating an author's output from 1996 to the present, thereby providing an overview of an author's citations and publications over time. The **h-index** visualizes the author's **h-index** at the point that the h-line and the curve representing the number of citations for each article intersect.



Citations

In the remaining two graphs – **documents and citations** – SciVerse Scopus offers an overview of the author's publication history and level of citation activity over time.



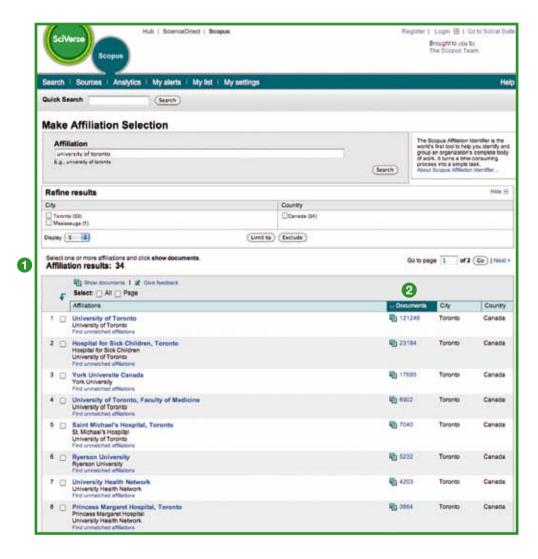


Please note: By default, SciVerse Scopus calculates the h-index based on an author's papers from 1996 to the present. This publication window can be adjusted from the standard ≥1996 to a date range of your choice.

## **SciVerse Scopus affiliation identifier**

From the **affiliation search** tab, you can search for affiliations using the SciVerse Scopus Affiliation Identifier. Simply enter the name of the institute and name variants will be automatically disambiguated.

You will be presented with a list of all the affiliated institutes from which you can select the one in which you are interested. The results include the number of documents that an institute has published and the **details** icon. You can choose to display the results by document count, city or country.

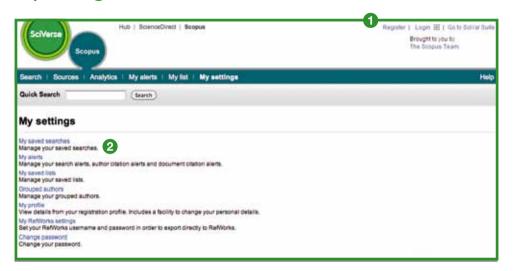


- 1 Total number of affiliations
- 2 Total number of documents

## Stay up-to-date

SciVerse Scopus offers a number of personalization options enabling you to stay up-to-date: register for a user name and password, set up a search alert to receive results directly in your inbox or via your RSS feed and save your search history.

## My settings



- Register
- 2 Saved searches

In order to take advantage of the personalized features in SciVerse Scopus, you need to register for a username and password by setting up a personal profile. You can set up your profile by clicking on **register** in the top right-hand corner of any page in SciVerse Scopus. If you would like to be able to access SciVerse Scopus remotely please request a remote login username from your librarian instead.

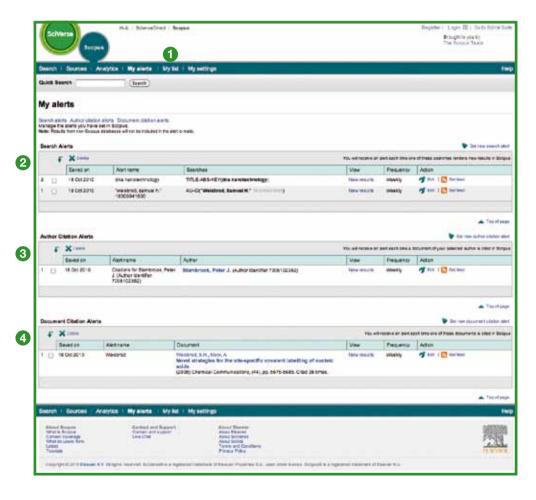
#### My Settings allows you to manage your:

- My saved searches
- My alerts
- Grouped authors
- Claimed author pages
- My profile
- My RefWorks settings
- Change your password
- Manage your applications in the App Marketplace

## Alerts and feeds

You can save your search or set up a search alert to be notified of new results daily, weekly or monthly. These results will be delivered to your inbox. You can also add a search to your RSS reader so that it retrieves the latest articles that match your search.

You can set up an **author citation alert** on the **author details** page to notify you of all new incoming citations for your published documents. Alternatively, you can also set up a **document citation alert** for an article from the results overview or the record page. You will receive an overview of the latest citations daily, weekly or monthly in your inbox. You can also select specific results and save them to **my list** for future use.



- 1 My list
- 2 Search alerts

- 3 Author citation alerts
- 4 Document citation alerts

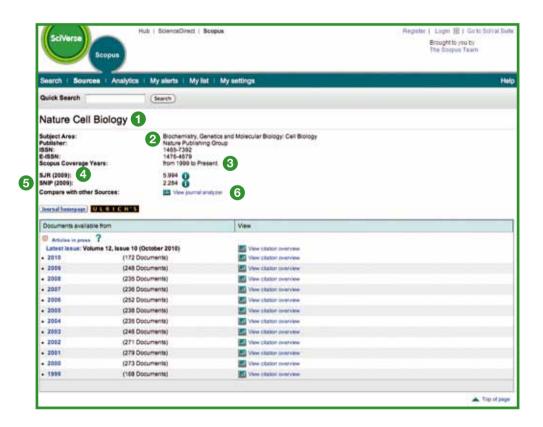
## **Search history**

Following one or more searches, click on **search** to see your session based search history at the bottom of the page. From here, you can combine searches and also edit, save or set up an alert for a particular search. You can also save searches from each session in **my profile** for future use.

To find the latest results related to your topic, limit your search to results which have been added to SciVerse Scopus I in the last 7, 14 or 30 days.

#### **Sources**

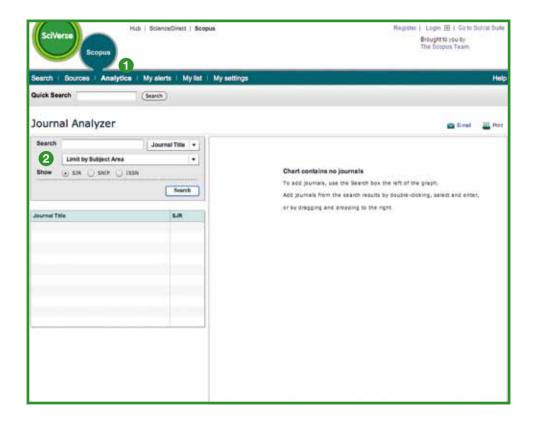
When searching for a particular journal, you can start your search via **sources** at the top of the page. Start browsing the list of journals by title, subject area, source type or subscription status (if applicable). The **sources** page displays active versus inactive titles, title history such as title changes and the latest issues covered by SciVerse Scopus.



- 1 Title
- 2 Title details
- 3 SciVerse Scopus coverage years
- 4 SJR journal citation metric
- **5** SNIP journal metric
- 6 View Journal Analyzer

## **SciVerse Scopus Journal Analyzer**

Access the SciVerse Scopus Journal Analyzer via **sources** or use the **analytics** tab to select the journals you would like to compare. Refine your search by using the **Journal Title, ISSN** or **Publisher** options and select a subject area.



- Analytics
- 2 Search journals

Add the journal from the search result to the chart by:

- Double clicking it
- Selecting it and hitting enter
- Or by dragging and dropping to the right

Select up to 10 journals for the overview.

The functionality provides you with five graphical representations of the journals.

## **SJR** journal metric

SJR (SCImago Journal Rank) journal metric graph shows the SJR value of the journal. With SJR, the subject field, quality and reputation of the journal has a direct impact on the value of a citation.



## **SNIP (Source-Normalized Impact per Paper) journal metric**

SNIP (Source-Normalized Impact per Paper) journal metric graph shows the SNIP value of the journal. SNIP measures contextual citation impact by weighting citations based on the total number of citations in given subject area.



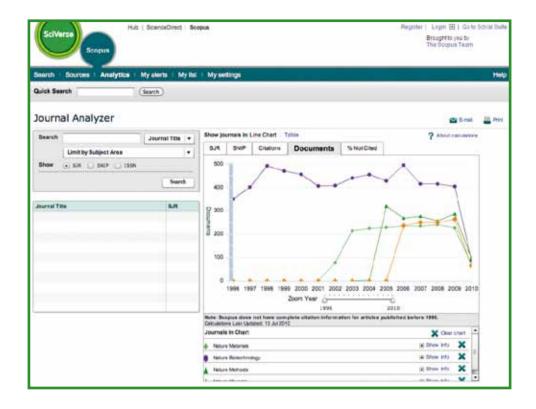
## **Citations**

The **citations** graph displays the total number of citations received over the course of each year. The points in the graph represent the total number of citations received in that year, regardless of the date when the cited document was published.



#### **Documents**

The **documents** graph shows how many articles were published by each journal over time as a basis for comparison.



## To find additional help

For more information about using SciVerse Scopus, please visit our online resources:

- Elsevier's dedicated information center for SciVerse Scopus
  - http://www.info.sciverse.com/scopus
- SciVerse Scopus demos and tutorials
  - http://www.info.sciverse.com/scopus/scopus-training/resourcelibrary/trainingmaterial/
- The online SciVerse Scopus Help desk
  - http://help.scopus.com/flare/





Fax: +65 6349 0222 Fax: +65 6733 1050 Email: sginfo@elsevier.com

#### Europe, Middle East and Africa

Tel: +31 20 485 3767 Fax: +31 20 485 3739 Email: nlinfo@elsevier.com

#### Japan

Tel: +81 3 5561 5034 Fax: +81 3 5561 5047 Email: jpinfo@elsevier.com

#### Korea

Tel: +82 2 6714 3000 Fax: +82 2 732 8689 Email: krinfo@elsevier.com

#### North, Central America and Canada

Tel: +1 888 615 4500 Fax: +1 212 462 1974 Email: usinfo@elsevier.com

#### South America

Tel: +55 21 3970 9300 Fax: +55 21 2507 1991 Email: brinfo@elsevier.com

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